

## **2 FAM 190**

# **DESIGNATION OF EMERGENCY ADDRESSEES**

*(CT:GEN-405; 04-18-2013)  
(Office of Origin: A/OPR/GSM/SS/ESC)*

## **2 FAM 191 INTRODUCTION**

*(CT:GEN-405; 04-18-2013)  
(Uniform State/USAID/Commerce)*

This subchapter establishes procedures for providing and maintaining current information on persons to be notified in the event Foreign Service employees and Civil Service employees on Limited Non-Career Appointments to the Foreign Service are involved in serious emergency situations abroad. Examples:

- (1) Natural disasters, such as earthquakes or hurricanes;
- (2) Civil disturbances;
- (3) Incidents involving death or injury to more than one person, such as airplane crashes; and
- (4) The death or serious illness of one or more individuals.

## **2 FAM 192 APPLICABILITY**

*(CT:GEN-405; 04-18-2013)  
(Uniform State/USAID/Commerce)*

This subchapter applies to all U.S. citizen employees of State, USAID, and Commerce regularly assigned to posts abroad. Included are participating agency, personal-services, and other contract employees of USAID; excluded is any resident employee whose principal family members are located in the country of assignment and any employee who is not expected to be at post for longer than a month.

## **2 FAM 193 RESPONSIBILITY**

*(CT:GEN-405; 04-18-2013)  
(Uniform State/USAID/Commerce)*

- a. The officer responsible for management support, as applicable, ensures that each employee prepares a current Form DS-3064, Foreign Service Emergency Locator Information. The post retains a copy. Distribution of the original and

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one copy is as follows:

- (1) **State:** Employee Services Center (formerly Foreign Service Lounge, OPR/GSM/SS/ESC), Department of State, Form DS-3064. Employees may also enter/update their records directly into the ESC Locator/Emergency Contact Database at the ESC Intranet site;
- (2) **USAID:** See paragraph g of this section; and
- (3) **Commerce:** Office of Foreign Service Human Capital (OFSHC).

- b. If a locator record has not already been established the post should, for each new arrival, have the employee update/enter their record directly into the ESC Database, or submit locator records for employees who do not have ESC Database/Intranet access. Whenever there is a change in name, address, or telephone number of contacts of employee, a new employee update or form should be prepared and distributed as indicated in paragraph a of this section.
- c. Each employee is responsible for ensuring that a current and accurate Form DS-3064, Foreign Service Emergency Locator Information, is on file at post of assignment and in Washington, DC headquarters.
- d. Employees should be cautioned to give careful consideration when designating individuals to be notified in the event of an emergency since the transmission of such news by the Department or agency to elderly or ill persons should be avoided whenever possible. It is imperative that the information be current at all times.
- e. No information should be released by posts on deaths of employees until the Department or agency has been notified. Names and addresses of deceased personnel are to be withheld until such time as the next-of-kin can reasonably be expected to have received official Department or agency notification. If considered appropriate by post, news media should be informed that names of casualties are being withheld for this purpose.
- f. When a new Form DS-3064 has been received, destroy any previous one. When ESC receives a new Form DS-3064, ESC enters the employee information into the ESC Database and destroys the form.
- g. **USAID employees** are responsible for ensuring they have provided current and accurate emergency contact information in EIMS, the Agency's Web-based employee information system. To access the EIMS system, click on "EIMS" from the OHR intranet Web site homepage under "HR Applications." Additionally, employees assigned abroad must ensure that they complete the Form DS-3064, or other required forms, upon arrival at post or at other times, as dictated by post management.

**2 FAM 194 THROUGH 199 UNASSIGNED**